

JOB OPPORTUNITY

Job Opportunity Bulletin:	#06-053
Final Filing Date:	9/27/06 or Until Filled

Position:	Salary:	Location:
Staff Services Manager I	\$4,746 - \$5,726	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA 95814

General Statement: Under the general direction of the Staff Services Manager II, the incumbent directs and supervises analysts and support staff responsible for the Division's personnel and recruitment activities.

Duties:

- Plans, supervises, assigns, reviews, evaluates, organizes, and directs the activities of professional and clerical support staff responsible for the personnel and recruitment related activities of the Division. Supervisor duties include hiring, training, and performance evaluation of subordinate staff as appropriate.
- Oversee the Division's Personnel responsibilities including development of all personnel proposals and transactions, program evaluation and planning activities, policy analysis and formulation, evaluation of personnel and management issues, recruitment, interviews and exams. Consult with upper management, Executive Staff, and outside consultants on issues involving organizational structure and classification specification change proposals.
- Oversee the Division's Recruitment activities including focused recruitment for difficult to recruit classifications.
- Oversee the Division's Personnel responsibilities related to Student Assistant services.

Desirable Qualifications:

- Ability to direct, review and evaluate the work of others.
- Excellent written and oral communication skills.
- Ability to plan and monitor an operational budget.
- Ability to handle multiple priorities and deadlines.
- Ability to facilitate meetings and accommodate the needs of a diverse group of professionals.
- Knowledge and understanding of personnel management and supervision in State service.
- Working knowledge of Microsoft Office Suite.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division
Attention: Kerri Blunt (**Job #06-053**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

For more information contact Barbara Martinez at (916) 654-2019.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

